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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



MAEFAIRS OPEN FOR SALARY AND COMPENSATION EXPENDITURE REPORTING

MAEFAIRS is now available to report information for the FY2013 Salary Compensation Expenditure Report (Salary and Benefits Collection). Log into MAEFAIRS at the following link: [CLICK HERE](#)

The Compensation Report is due to the Office of Public Instruction by December 16, 2013.

A district must have submitted the 2012-13 Terms of Employment (TOE) report before doing the Compensation Report. If not, MAEFAIRS will not accept the district's compensation data.

Your MAEFAIRS user name is your first initial and last name, with no space between the two (for example: JDoe, the username is NOT case sensitive, the password is). If you have lost or forgotten your MAEFAIRS password, please click on the "Forgot Your Password" link. Enter your user name and click on the Submit button. A new password will immediately be emailed to you.

Once you have logged in successfully, follow the steps below to access the Compensation Report:

1. Click on the Data Entry tab
2. Click on "Compensation Expenditures"

Please click on the following link for the Compensation Report Instructions:

[Compensation Report Instructions](#)

If you receive any errors concerning SEIDs not being associated with your Terms of Employment (TOE) report, e-mail the TEAMS staff at OPITEAMS@mt.gov. The entire TEAMS unit receives all the e-mails sent to the above address. A phone call to

an individual may not be returned if that individual is out of the office.

Questions on any other issues should be directed to any of the individuals listed below:

Steve Hamel at 444-0783 or shamel@mt.gov

Paul Taylor at 444-1257 or ptaylor@mt.gov

Janelle Mickelson at 444-3249 or jmickelson@mt.gov

Dennis Clague at 444-1960 or clague@mt.gov

Debbie Casey at 444-3096 or dcasey@mt.gov

ADDITIONAL OFFICIAL ENROLLMENT COUNT DATE

SB175 passed by the 2013 legislature added a third official enrollment count on the first Monday in December. This count is in addition to the official enrollment count dates on the first Mondays in October and February. The data must be imported and submitted in MAEFAIRS by **December 16, 2013**.

OPI contact: Nica Merala (406)444-4401 or nmerala@mt.gov

REPORTING AMERICAN INDIAN STUDENTS

Students identified as American Indian in the AIM system at the time the data is imported into the MAEFAIRS fall count will generate funding for the Student Achievement Gap (SAG) payment in the ensuing year.

School district business managers/clerks should verify that the ***Students Imported From AIM In SAG Report*** located in the MAEFAIRS system accurately reports the number of American Indian students enrolled in the district. If the report is not correct, please contact Nica Merala at (406) 444-4401 or nmerala@mt.gov to make the necessary changes.

Pursuant to ARM 10.21.205, changes to this designation will not be accepted after December 31.

CHANGES TO FY2012-13 TRUSTEES FINANCIAL SUMMARY

If you find a material coding error on your FY2012-13 Trustees Financial Summary (TFS), you may submit a revision to Steve Hamel in the School Finance Division. As provided in 10.10.504(6), Administrative Rules of Montana, changes to the FY2011-12 Trustees Financial Summary are limited to:

- Coding revisions between revenue and expenditure line items provided no change occurs in the fund balance of the budgeted funds, and...
- Revisions in the balance sheet accounts provided no change occurs in the fund

balance of the budgeted funds.

The Office of Public Instruction cannot process TFS changes that affect the fund balance in a budgeted fund because fund balance is carried forward to the FY2013-14 budget, and a change in fund balance may impact the number of mills already levied in the fund.

Revisions should be submitted to Steve Hamel by following these procedures:

1. Photocopy the original page of the Trustees Financial summary with amounts to be revised **~~crossed out~~** and the correct amount written above or beside it.
2. When sending balance sheet account revisions, please also send any expenditure and revenue line item changes that correlate with such changes. The fund balance on the balance sheet should equal the ending fund balance shown on the statement of revenues, expenditures and changes in fund balance report after the revisions are made.
3. Change any sub-totals and totals that will be affected.
4. **Sign, or initial, and date any sheets you may be sending.**
5. Fax the revisions to Steve at (406) 444-0509 or mail them to P.O. Box 202501, Helena MT 59620-2501. Please submit the revisions by December 10, 2013 so that questions or problems related to processing the changes can be addressed before school districts are closed for the holiday break.

Note that material line item coding changes that affect fund balance in the budgeted funds for FY2012-13 must be reported as a prior period adjustment on the Trustees Financial Summary for the current year (FY2013-14). The district may need to adopt a budget amendment for the current year to record a prior period expenditure adjustment in a budgeted fund.

OPI contact: Steve Hamel, (406) 444-0783

IMPACT AID PAYMENTS 2014

On October 24th, the Department of Education announced the initial appropriations of Impact Aid funding for FY 2014. Districts will receive an initial payment at 50% of LOT and \$700 per weighted student unit for children with disabilities. There was no date for the release of funds.

Districts who have insufficient revenue from other sources to sustain operations until February and have not already applied for early payment may apply for early payment by submitting their request to the Department of Education at the following

link: [CLICK HERE](#)

District may be currently working on their FY 2015 Source Check and/or Survey. Please remember that the Office of Public Instruction will be checking those numbers against data submitted in AIM – the state student information system. The OPI is available to assist districts in reconciling their enrollment and Special Education numbers. Unresolved discrepancies are required to be reported to the Department of Education when applications are submitted in January.

OPI contact: Nicole Thuotte at (406) 444-4524 or nthuotte@mt.gov

MASBO NEW CLERKS ACADEMY

The Montana Association of School Business Officials (MASBO) will hold its New Clerks Academy on **November 21st and 22nd**, at the Holiday Inn Grand, 5500 Midland Road, Billings, MT. Registration is limited to 60 MASBO member participants with 0-5 years of experience.

For more information, please contact Marie Roach at mroach@masbo.com or Denise Ulberg at dulberg@masbo.com or call (406) 442-5599

STATE SCHOOL OIL AND NATURAL GAS IMPACT GRANT

The 2011 legislature established a state school oil and natural gas impact account. The purpose of the account is to provide money to schools that are receiving oil and natural gas production taxes under 15-36-331, MCA in an amount less than 20% of the district's maximum general fund budget but that are impacted by oil and natural gas development. A listing of eligible districts is located at the following link: [CLICK HERE](#)

Eligible school districts may apply to the OPI through the E-grants application. Grants will be awarded based on need and impacts, among other criteria. The OPI anticipates the application process will be open in mid-November.

OPI contact: Janelle Mickelson at (406) 444-3249 or jmickelson@mt.gov

PUPIL TRANSPORTATION

Bus Routes (TR-1's)

By **November 1**, a district must send the county superintendent one copy of the TR-1 for each bus route and submit a TR-1 for each bus route electronically to the Superintendent of Public Instruction. Each TR-1 must be signed by the board chair

and county superintendent.

By **November 10**, the county superintendent must electronically mark each TR-1 submitted by the district as “Received”. If county superintendents do not electronically mark TR-1’s as “Received” this will prohibit districts from submitting their Bus Route Claims (TR-6’s).

OPI Contact: Donell Rosenthal at (406) 444-3024 or drosenthal@mt.gov

FINAL STATE CTE (VoEd) ALLOCATIONS

The FY2014 State Career and Technical Education allocation payments (i.e. State VoEd Allocations) have been finalized. Payments were made to districts on Friday, November 1, 2013. Click on the following link to view the payment report: [CLICK HERE](#)

OPI contact Diana Fiedler, Accountability Specialist (406) 444-9019

RESOURCES AVAILABLE ON IRS WEBSITE

The Internal Revenue Service (IRS) has a section of information resources for federal, state and local government employers. Click on this link [CLICK HERE](#) and check out their newsletter, fact sheets and FAQs on various topics of interest.

SCHOOL FINANCE DIVISION:

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USEFUL LINKS

State Entitlement Payments to Schools: [CLICK HERE](#)

School Accounting: [CLICK HERE](#)

Forms and Publications & Tuition: [CLICK HERE](#)

Pupil Transportation: [CLICK HERE](#)

Student Count for ANB: [CLICK HERE](#)

Audit Information: [CLICK HERE](#)

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